

Employment Opportunities Information

140 E. Tyler St., Suite 400 | [Click here for map](#) [1]

Application Procedures

The City of Longview accepts applications and/or resumes for open positions only which are contained on the job opportunities/vacancy listing. A separate application for each position is required and applicants must specify the position(s) for which they are applying. All applicants must complete a City of Longview application to be considered for employment.

Internal Applicants

City of Longview employees and other eligible internal candidates who are interested in applying for another position within the City must apply at the Human Resources Division, 140 E. Tyler St., Suite 400, Glover-Crim Building.. Those eligible to apply as internal candidates include:

- Full-time, part-time, and temporary City employees
- Contract labor
- Temporary Service Agency employees currently working within the City
- City of Longview Volunteers who have completed 12 hours active volunteer service and continue to contribute 12 hours volunteer service per month
- Participants of the Self-Sufficiency Program

All resumes and/or applications submitted by mail, for available positions, should be sent to the City of Longview Human Resources Division, P.O. Box 1952, Longview Texas 75606-1952.

Fringe Benefits/Full-Time Positions

10 vacation days, 10 holidays, 15 sick days, Retirement, Paid Health/Dental/Life Insurance, Cafeteria Plan, Emergency Leave, Longevity Pay and a free employee health clinic.

The City of Longview is a drug free work-place. Offers of employment with the City will be tentatively based on successfully completing and passing a controlled substance and alcohol screening.

Criminal conviction background checks will be requested on all conditional employees. False statements or failure to disclose the requested information on the job application may result in disqualification for employment.

The City of Longview is an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of age, sex, national origin, religion, race, handicap or disability or other protected groups under federal, state or local laws. If you wish to review the City of Longview's Affirmative Action Plan it is available in the Longview Public Library.

The City of Longview is currently accepting applications for the following positions. Updated information on advertised positions is available on the 24-hour job opportunity line at 903-237-1221. For the hearing impaired this information may be obtained by using RELAY TX - 1-800-735-2988 (voice), 1-800-735-2989 (TDD). Specific physical demands of the essential functions of the job may be obtained by contacting the Human Resources Division 903-237-1220.

City of Longview Human Resources

P.O. Box 1952
140 E. Tyler St., Suite 400, Glover-Crim Building.
Longview, Texas 75606
903-237-1220 Office

For more information call: 903-237-1220 | [Contact Us](#) [2]

Source URL: <http://hr.longviewtexas.gov/employment-opportunities-information>

Links:

[1]
http://www.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=140+E.+Tyler+St.,+Suite+400++longview,+tx&sl=32.490343,-94.743605&sspn=0.008398,0.01929&ie=UTF8&hq=&hnear=140+E.+Tyler+St+%23400,+Longview,+Gregg,+Texas+75601&ll=32.494579,-94.73927&spn=0.008398,0.01929&z=16

[2] <http://hr.longviewtexas.gov/services-contact#HR@LongviewTexas.gov>